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GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES  
AND SERVICES FROM THE HANDICAPPED

MINUTES

June 18, 2003

F. Ray Power Building, Institute, WV

**ATTENDANCE:** Lee Dixon, Chair; Linda Maniak, Everette Sullivan, Dennis Miller, Karen Byrd, Executive Secretary; Elaine Slater, DRS

**ABSENT:** Donna Prunty

**WVARF:** Steve King, Craig Greening, Ken Kennedy, Chris Miller

**Guests:** Gloria and Carl, SW Resources; Brandi Zickafoose, Assistant Marketing Director, Prestera

Lee called the meeting to order.

**Approval of Minutes:** Linda Maniak moved to accept the May 2003 Minutes Motion seconded by Everett Sullivan. Motion carried.

**WVARF Report:**

Steve reported that NISH and SUPRA were finalizing the development and funding for a nationwide study on the benefits of participation on State Use and JWOD service contracts. There is also a beginning partnership with SUPRA and NISH that will allow greater training opportunities to be brought into WV for our CRPs at lower costs. Steve was in a meeting with other state CNAs in DC and said that most states report budgets in a deficit mode and more difficult times for their respective State Use programs as a result.

**Contract Presentation -New**

Craig said contracts do not capture all non-recurring purchases. Karen talked to Betty Francisco who said cartridge contract is for new cartridges - not re-fills. Karen said the statewide contract is specific - no new cartridge is re-filled.

New contracts with: DRS-Morgantown; DOH-Summers County; and, DEP-Welch.

**Contract Presentations - Renewal**

- DOH Martinsburg - wage is \$8.50. Job Squad feels they can maintain contract at this price.
- All DRS contracts are without change. Also, there is no change to the Public Service Commission contract.
- GSD St Office Bldg. - Parkersburg. Increased at square footage cost. (minor change)
- Medical Examiner's Office - Morgantown. There was an increase from 3 hours to 4 hours but unsure what to do about it. Need to justify the number of hours. Again, there was some discussion of how to set fair market price and set competitive bids.
- Insurance Commission contract - Craig did not recommend review at status quo. The area being cleaned is 24,352 sq.ft. @ \$.77 per sq. ft. However, even at this rate, the

Commission is unhappy with Goodwill's work and unwilling to negotiate or discuss other options. Lee suggested that it be put out for bid. Craig said the Committee needs to set fair market price. The Committee wants to know the specific complaints.

**Everett Sullivan made the motion that the Committee receive a list of specific complaints, determine an average fair market price, and then, present a fair market price to the Insurance Commission. Dennis Miller seconded. Motion carried.**

**Linda Maniak moved to accept contracts as presented. Everett Sullivan seconded. Motion carried.**

#### **WVARF Accounts Receivables**

Chris said DRS owe approximately \$4,000 for janitorial services provided at the Center. Steve has spoken with Danny Greene, who said that WVARF would need to go to Small Claims Court because DRS does not have a way in which to pay this bill.

#### **Master Statewide Contract Follow-up**

Karen provided copies of the Statewide Contract With WVARF For All Mandated Products and Services and noted the Master does not include Temporary Services. Karen has discussed with Betty and an index page will be provided. Karen also spoke with Betty about specific language; i.e., absorbency kits' contract is assigned to CRP but specific language is needed on Master to advise customers of the process. Karen said some contracts can be extended or changed but Purchasing will maintain the July 1 effective date. Karen will talk with Betty regarding data management.

#### **Mail Pre-sort Contract RFPCP**

Steve reviewed the RFPCP with the Committee and highlighted the process to be used to request and evaluate capability proposals submitted by CRPs interested in the mail presort contract. The process will lead to a recommendation for assignment to the Committee for their consideration and decision. There will be a 6-member Review Team for the Pre-sort proposal. Wording changes were recommended for item 6 in the Process/Criteria section. Karen noted the cancellation notice in the contract wording says "immediately," but Purchasing's rule is 30 days. Steve explained the wording was in the original contract language. He further said that due to the nature of the activity (daily mail routing), "immediate cancellation" was probably required to allow for timely re-assignment should an unforeseen need arise. Karen agreed to leave as is. Steve recommended that, with the changes already noted, the Committee approve the RFP.

**Everette Sullivan moved that the Committee approve the RFP, as noted, and distribute to the eleven members who have shown interest. Linda Maniak seconded. Motion carried.**

#### **Meeting Dates**

There is no meeting scheduled for July.

Meeting Schedule: August 6; September 17; October 22; November 19

There is no meeting scheduled for December.

#### **Adjournment**

With no further business, meeting was adjourned.